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**TO:** GENERAL COMMITTEE

**SUBJECT:** DELEGATION OF OWNER REPRESENTATIVE VERIFICATION  
AUTHORITY – DRINKING WATER WORKS PERMIT

**WARD:** ALL

**PREPARED BY AND KEY CONTACT:** D. MOREAU, B.E.S.  
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EXT. 6158

**SUBMITTED BY:** J.F. THOMPSON, P.ENG., CMM, PMP  
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and  
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DIRECTOR OF ENGINEERING

**GENERAL MANAGER APPROVAL:** R.J. FORWARD, M.BA, M.SC., P.ENG.  
GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH  
MANAGEMENT

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** C. LADD, CHIEF ADMINISTRATIVE OFFICER

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**RECOMMENDED MOTION**

1. That the Director of Engineering or their designate continue to be authorized as the Owner Representative to complete Form 1 and 3 verification of amendments to the City of Barrie Drinking Water Works Permit.
2. That the Director of Environmental Services or their designate, or the Director of Engineering or their designate be authorized as the Owner Representative to complete Form 2 verification of amendments to the City of Barrie Drinking Water Works Permit.

**PURPOSE & BACKGROUND**

Report Overview

3. On March 1<sup>st</sup>, 2010, City Council adopted motion 10-G-057 regarding Delegation of Owner Representation Verification Authority – Drinking Water Works Permit Amendments as follows:  
  
“That the Director of Engineering or their designate be authorized as the Owner Representative to complete verification of amendments to the City of Barrie Drinking Water Works Permit (ENG010-10)”.
4. Under the authority of a Drinking Water Works Permit, an Owner Representative can complete the Verification by Owner section on Ministry of the Environment and Climate Change (MOECC) Forms 1, 2 and 3, thereby authorizing certain categories of additions, modifications, replacements and extensions to the municipal drinking water system. Generally these approvals are for watermains and appurtenances and can also extend to pumps, treatment piping, instrumentation/controls and air emission control equipment. Therefore, as a result of motion 10-G-057, the City of Barrie has been documenting and verifying works that were previously administered by the MOECC.

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## **ANALYSIS**

5. This delegated authority has significantly reduced the lead time for obtaining formal approval to complete necessary works as permitted in accordance with the Verification by Owner section within the Municipal Drinking Water System. These components were previously approved by the MOECC under the Transfer of Review program.
6. It is proposed that the Director of Engineering or their designate continue to be authorized to complete the verification, on behalf of the Owner, for amendments to the Drinking Water Works Permit Form 1 process, known as "Record of Watermains Authorized as a Future Alteration" as well as the Form 3 process, known as "Record of Addition, Modification, or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere".
7. Form 1 specifically requires that the information provided on the form is verified by a Professional Engineer. Similarly, the Form 3 states additional supporting documentation with respect to emissions is provided by a Professional Engineer. The "Verification by Owner" Forms noted above are technical in nature, directly associated with the Engineering design functions and as such the Director of Engineering is the most logical person for this responsibility.
8. It is proposed that the Form 2 process, known as "Record of Minor Modification" which is less technical in nature and is operationally driven, be documented and verified by the Director of Environmental Services or designate, or the Director of Engineering or their designate, as to streamline the process and represent the most well advised and logical person(s) for this responsibility.

## **ENVIRONMENTAL MATTERS**

9. There are no environmental matters related to the recommendation.

## **ALTERNATIVES**

10. The following alternative is available for consideration by General Committee:

**Alternative #1** General Committee could retain the existing Motion with respect to delegated authority to the Director of Engineering or their designate (*only*) for Forms 1, 2 and 3.

This alternative is not recommended as this could lead to day to day operational inefficiencies with the completion of the Form 2 process – Minor Modifications to the drinking water system and delay the completion of required maintenance. Additionally, this would significantly increase the lead time to complete works.

## **FINANCIAL**

11. There are no financial implications for the Corporation resulting from the proposed recommendation.

## **LINKAGE TO 2014-2018 STRATEGIC PLAN**

12. The recommendations included in this Staff Report are not specifically related to the goals identified in the 2014-2018 Strategic Plan.